

## Informal Solicitations (Quotes)

### 1) Quotes Award

**Agency** – Two digit codes are used to identify agencies.

**Procurement Number** – Agency procurement number.

**Brief Procurement Description (30 character max)** – This describes the purchase.

**Award Date** – Denotes the date contract is awarded.

**Contractor** – The name of the contractor who is awarded the contract.

**Amount** – Denotes total value of contract award.

**Classification** – This field describes the EISC type of business (Small Business, MBE, WBE).

**Procurement Type** – This identifies the procurement method.

FOD – Fax on Demand

VQ – Verbal Quote

WQ – Written Quote

### 2) Quotes Unsuccessfuls

**Procurement Number** – Agency procurement number (same as Quote Award Page).

**Unsuccessful Offerors** – Name of the unsuccessful offerors (one per line).

**Amount** – Denotes total value of unsuccessful quote (if no response or no bid: \$0).

**Classification** – This field describes the EISC type of business (Small Business, MBE, WBE).

**Procurement Type** – This identifies the procurement method.

FOD – Fax on Demand

VQ – Verbal Quote

WQ – Written Quote

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## Formal Solicitations (Bids/Proposals)

### 1) Formal Solicitations

**Agency** – Two digit codes are used to identify agencies.

**Procurement Number** – Agency procurement number.

**Brief Procurement Description (30 character max)** – This describes the purchase.

**Procurement Type** – This identifies the procurement method.

IFB – Invitation for Bids

RFP – Request for Proposals

Other – Any other type of solicitation not identified above.

**Total Notices Issued** - Total number of businesses invited to compete.

**S/M/WBE Notices Issued** - Total number of Small and/or Minority Businesses invited to compete.

**S/M/WBE Offers Received** – These fields describes the EISC type of business (Small Business, MBE, WBE). Just total number of suppliers per field.

**Total S/M/WBE Offers Received** – This number will AutoSum all the S/M/WBE offers.

**Total Offers Received** – Should be the total number of all offers received.

**Award Date** – Denotes the date contract is awarded.

### 2) Formal Awards

**Procurement Number** – Agency procurement number (same as BidsProposals Award Page).

**Contractor** – The name of the contractor who is awarded the contract (one per line).

**Amount** – Denotes total value of contract award.

**Classifications** – Please list the number of unsuccessful offers received based on each of the EISC categories (Small Business, MBE, WBE, etc). The Total column (last column) will auto sum the total for each of your solicitations.